



Unemployment Insurance Attorney

[Unemployment Insurance Division](#)

[Printable Job Announcement](#)

Deadline

July 31, 2015

Salary Information

This classification is in pay schedule 09, pay range 75. Pay upon transfer, demotion or reinstatement is based on the compensation rules applicable to the transaction. Beginning pay will not be less than the minimum starting salary which is \$24.15 per hour. A permissive probationary period may be required.

Introduction

This job opportunity is open ONLY to current classified employees in Department of Workforce Development who meet the position qualifications and whose current classification has a counterpart pay range equal to or higher than the pay range of the listed classification.

This position serves as an Unemployment Insurance (UI) Attorney, and is located at 201 East Washington Avenue in downtown Madison.

Job Duties

Under the general direction of the Senior Attorney, the position represents the Department of Workforce Development before administrative law judges, the Labor and Industry Review Commission, and state and federal courts; performs legal research, analysis, writing; provides advice and other legal services supporting unemployment insurance benefits, tax, accounting, enforcement and compliance activities, including services in the enforcement of the unemployment insurance laws and rules, disputed unemployment insurance tax assessments, determinations of employee status, determinations of benefit eligibility, recovery of delinquent unemployment insurance taxes owed by employers and benefit overpayments owed by claimants, proposed legislation and rules, federal law conformity and compliance with federal and state laws governing the unemployment program; and performs duties as assigned to serve as an appeal tribunal in hearing of appeals in unemployment and worker classification matters.

A complete [position description](#) has been provided for your review.

Required Knowledge, Skills and Abilities

- Ability to research, analyze and correctly apply statutes, rules, case law and other legal authorities.
- Ability to apply principles of constitutional law and statutory interpretation.

- Ability to communicate sound legal analysis in a comprehensive yet concise and efficient manner both orally and in writing.
- Ability to independently and skillfully draft statutes, regulations, pleadings, briefs, memos, forms, and other written communications as based on legal analysis and research.
- Ability to draft statutes and rules to high standards of precision and clarity and consistent with complex legislative and operational contexts.
- Ability to effectively use language, grammar, punctuation, spelling, and drafting style necessary for complex statutes and regulations and for decisions issued to lay customers and reviewed by higher level authorities.
- Knowledge of rules of statutory construction employed by courts.
- Ability to identify and explain to various audiences the consequences of legal rules and decisions.
- Skill in oral communication, including the ability to make clear and logical presentations.
- Ability to work collaboratively in a professional manner.
- Ability to obtain consensus among persons with differing interests in a complex problem solving process.
- Knowledge of procedures in trials and administrative hearings.
- Knowledge of and ability to correctly apply the laws and rules in administrative appeals and contested evidentiary hearings, including: legal and judicial ethics, applicable rules of evidence and administrative procedure, constitutional principles, statutes, rules, case law and rules of statutory construction.
- Ability to properly and effectively influence witness and party behavior in hearings in a manner consistent with ethical and legal principles and reasonable expectations of the public for customer service.
- Knowledge and skill in communicating with emotionally distraught parties and witnesses, managing tension and displays of anger and other emotions and resolving conflict.
- Ability to effectively communicate with people of diverse social backgrounds and cultures.
- Skill in maintaining positive interpersonal relationships.
- Ability to plan and organize professional and administrative work.
- Ability to efficiently manage and timely complete a large volume of work.
- Ability to reuse and share with others analyses and prior work product.
- Ability to seek and obtain advice of peers and supervisors.

Background Check

Due to the nature of this position, a criminal background check and other background checks may be conducted prior to making an offer of employment.

How to Apply

To apply, please submit a resume and cover letter describing your qualifications as they relate to this position. Also include your current classification and pay range. Send your application to Alexandra Camarao via e-mail at ACCJobs@dwd.wisconsin.gov. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process.

All applicants must have eligibility to transfer, demote or reinstate to a position at the 09-75 level. If you are not sure of your eligibility, please contact Peter Newhall at 608-267-7862 or

PBJobs@dwd.wisconsin.gov